

**Oregon State University  
Chemistry Department  
Adjunct Faculty Guidelines – Adopted 11.12.12**

A vibrant Department depends on the contributions of its existing tenure track, instructional and emeritus faculty as well as additional synergistic adjunct faculty from throughout the University and beyond. Adjunct faculty serve an important role to expand the research footprint of the Department and help to build collaborative relationships throughout the University. In addition, the adjunct faculty member specifically benefits through access to the Chemistry graduate students and other Chemistry-related resources. The University has guidelines that provide a framework for adjunct faculty, which can be found at this web address: [http://oregonstate.edu/admin/hr/sites/default/files/jobs/adjunct\\_appt.pdf](http://oregonstate.edu/admin/hr/sites/default/files/jobs/adjunct_appt.pdf). This Departmental document further clarifies a framework for balancing the needs of adjunct faculty with the reality of limited financial resources of both the Department and adjunct faculty.

- Adjunct faculty appointments are normally limited to faculty members who have been promoted to the rank of Associate Professor (or equivalent) or higher and have been awarded indefinite tenure by their home Department. Prospective adjunct faculty members are asked to submit a resume to the Department and present a Departmental seminar on their research activities. A majority Departmental vote is required for successful appointment.
  
- Adjunct faculty appointments are limited to a period of five years. Individuals wishing to continue an adjunct appointment after a period of five years need to request renewal of the appointment by the Department in writing prior to the end of the current appointment. Documentation in support of the renewal should be included with this request. Current adjunct faculty members who were appointed more than five years ago at the time of ratifying this document are asked to submit a request for renewal by May 1, 2013.
  
- Departmental faculty look forward to the contributions of adjunct faculty to the welfare and vision of the Department. Representative contributions to the Department include a subset of participation in faculty meetings, service on Departmental committees, contributions to the educational mission of the Department (e.g. teaching / co-teaching Chemistry courses) and/or service on student thesis committees.
  
- Adjunct faculty who serve as the thesis advisor for Chemistry graduate students are expected to participate in all graduate student-related activities (e.g. student seminars, cumulative exams) for their appropriate research area during the time that his/her graduate student is active in that aspect of the graduate program.

- Graduate students wishing to have an adjunct faculty member serve as his/her thesis advisor must be made aware that the Chemistry Department cannot guarantee financial support for adjunct faculty-advised graduate students in good standing after twenty-four months from the start of the graduate career at Oregon State University. Adjunct faculty-advised graduate students will be given first priority for any remaining GTA appointments in the Department after graduate students advised by tenure-track Chemistry faculty have been given GTA appointments. Adjunct faculty intending to serve as a thesis advisor for a Chemistry graduate student are expected to identify a funding mechanism to support the student. The Department Chair and thesis committee must receive and approve the written document describing the funding mechanism prior to the graduate student's initial program meeting in the first year.
- At the time this document was ratified, existing adjunct faculty will be notified of this policy change and will be subject to these guidelines. Existing graduate students (who started at OSU prior to September 1, 2012) that are supervised by adjunct faculty members are grandfathered in under the old financial support policies (all non-financial new guidelines contained in this document do apply); however, their thesis advisor is asked to submit a written document identifying the future funding mechanism on their behalf to the Department Chair by January 1, 2013.